

# **RAC INFORMATION BOOK**

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# SAMPLE TRANSMITTAL MEMO

In Reply Refer To:

SO-

Memorandum

To: Director

From: State Director, (State Name)

Subject: Recommendations for Fiscal Year 2001 Resource Advisory Council  
Appointments

We are pleased to forward our recommendations for the vacancies of Resource Advisory Council (RAC) members whose terms expire \_\_\_\_\_, 2001. We have strived to recommend nominees that continue balanced, representative RACs which reflect the wide variety and geographical spread of public interests and opinions on land use and natural resources in (State Name).

The recommendations for the positions on the (Names of RACs) are based on approximately \_\_\_ public nominations for the \_\_\_ vacancies. While a number of good nominees emerged, we fully endorse the recommendations of our managers.

We also want to endorse fully the productivity of our current RAC members, especially those being renominated, who will provide substantial leadership, experience, and continuity on our RACs.

All nominees have been involved in public land issues in their respective field of interest or profession. The nominees have been interviewed and their qualifications and endorsements carefully checked and analyzed. Our recommendations reflect our professional judgment about the individuals who can best contribute to the RACs' ongoing effectiveness. We consulted with Governor \_\_\_\_\_ for his/her recommendations for RAC nominees.

**For Each RAC Provide:**

Name of RAC

[Number of vacant positions, e.g., 1 position in Category 1, 2 in Category 2, and 2 in Category 3]

**State Director Recommendations: (2 nominees for each vacant position):****Category 1:**

Recommendation:	Name	Interest	Exiting Member
Principal	Name	Off-Highway Vehicle Use	Name
Alternate	Name	Grazing/Permittee	

**Category 2:**

Recommendation:	Name	Interest	Exiting Member
Principal	Name	Dispersed Recreation	Name
Alternate	Name	Archaeological Interest	
Principal	Name	Environmental Organization	Name
Alternate	Name	Environmental Organization	

**Category 3:**

Recommendation:	Name	Interest	Exiting Member
Principal	Name	Elected Official	Name
Alternate	Name	Native American	
Principal	Name	State Natural Resources	Name
Alternate	Name	Academician	

**NOTE: For each principal nominee, give a brief description including his/her name, interest represented, pertinent career information, why the State Director recommends the individual, and the name of the member he/she is replacing.**

**Provide Similar Nominee Information for Other RACs in Your State.**

The requested information, nominee forms, and letters of reference for the recommended and alternate nominees are attached to this memorandum. Information on other candidates is also included.

If we can be of assistance please call me or (State Office Contact's name) in External Affairs, 200-300-4000.

Attachments

## PROPOSED RAC COMPOSITION

### Proposed (RAC Name) Membership:

(Listed below are the proposed new, reappointed, and continuing members for the 12-member board.)

<u>Name</u>	<u>Interest</u>	<u>Category</u>	<u>Status</u>
Name	Energy/Minerals	1	New
Name	Commercial Recreation	1	New
Name	National/Regional Environmental	2	Reappointment
Name	Archaeological/Historical	2	New
Name	Elected Official	3	Continuing
Name	Off-Highway Vehicle Use	1	Continuing
Name	National/Regional Environmental	2	Continuing
Name	Public at Large	3	Continuing
Name	Public at Large	3	Continuing
Name	Federal Grazing	1	Continuing
Name	Wild Horse and Burro	2	Continuing
Name	Native American Tribes	3	Continuing

### Proposed (RAC Name) Membership:

(Listed below are the proposed new, reappointed, and continuing members for the 15-member board.)

<u>Name</u>	<u>Interest</u>	<u>Category</u>	<u>Status</u>
Name	Off-Highway Vehicles	1	New
Name	Dispersed Recreation	2	New
Name	National/Regional Environmental	2	Reappointment
Name	Academia	3	Reappointment
Name	State Employee	3	New
Name	Federal Grazing	1	Continuing
Name	Energy/Minerals	1	Continuing
Name	Commercial Recreation	1	Continuing
Name	Archaeology	2	Continuing
Name	Public at Large	3	Continuing
Name	Wild Horse and Burro	2	Continuing
Name	Federal Grazing	1	Continuing
Name	National/Regional Environmental	2	Continuing
Name	Native American Tribes	3	Continuing
Name	Elected Official	3	Continuing

### Proposed (RAC Name) Membership:

(Listed below are the proposed new, reappointed, and continuing members for the 12-member board.)

<u>Name</u>	<u>Interest</u>	<u>Category</u>	<u>Status</u>
Name	Off-Highway Vehicles	1	New
Name	Commercial Timber	1	New
Name	National/Regional Environmental	2	Reappointment
Name	Elected Official	3	New
Name	Public at Large	3	Continuing
Name	Federal Grazing	1	Continuing
Name	Dispersed Recreation	2	Continuing
Name	Public at Large	3	Continuing
Name	Native American Tribes	3	Continuing
Name	Energy/Minerals	1	Continuing
Name	National/Regional Environmental	2	Continuing
Name	Dispersed Recreational Activity	2	Continuing

## INDIVIDUAL SUMMARY SHEET

### (RAC NAME) PRIMARY CANDIDATE FOR CATEGORY 3

Name and Address: (Nominee)  
1000 Woodland Ave  
City, State 50000

Category: 3: Academician; Natural Resource Sciences

Occupation: Professor of Wildland and Range Sciences

Qualifications: Mr./Ms. Nominee has years of experience instructing wildland and range sciences at the university level. He/She served as a consulting soil conservationist for the Soil Conservation Service and the Bureau of Land Management. He/She has also served as a State certified forest stewardship lead professional, and worked as a consulting range management expert for the food and agricultural organization of the United Nations on range and livestock projects in Libya. He/She is certified as a rangeland manager by the Society for Range Management and the California Board of Forestry. Mr./Ms. Nominee has been a valued member of the Council and has contributed significantly to the development and implementation of the Council's Recreation Standards and Guidelines.

Why Recommended: Mr./Ms. Nominee's training and experience make him/her highly qualified to serve on the RAC. He/She has been a strong leader and has proven to be a consensus builder who chaired both the Standards and Guidelines and the Canyon Recreation Subgroups of the RAC. He/She also worked with members of two other RACs and several Provincial Advisory Committees and has contributed to the Draft Report on Scenic Forests.

Nominated by: Ms. Josephine Smith, Dean, College of Agricultural Sciences, State University  
Mr. Allan Martinez, Regional Director, Hydroscenic Power, Inc.  
Self

BLM Permits,  
Leases or Licenses: None

## Resource Advisory Council

### Background Information Nomination Form

Name of council(s) to be considered for:

Nominee's Full Name:

Business Address:

Home Address:

Business Phone: \_\_\_\_\_ Home Phone:

Occupation/Title:

Education: (colleges, degrees, major field of study):

Career Highlights: Significant related experience, civic and professional activities, elected offices (if term expires, prior advisory committee experience or career achievements related to the interest to be represented). Attach additional pages as necessary.

#### QUALIFICATIONS

Education, training and/or experience:

Experience or knowledge of the council's geographic area of jurisdiction:

Experience in working with disparate groups to achieve collaborative solutions (e.g., civic organizations, planning commissions, school boards):

Indicate Specific Area of Interest to be Represented:

Holder of Federal grazing permit  
Representative of energy and mineral development interests  
Representative of timber industry  
Representative of transportation or rights-of-way  
Representative of off-highway vehicle use and commercial recreation

Representative of nationally or regionally recognized environmental organization  
Representative of archaeological and historic interests  
Representative of dispersed recreation interests  
Representative of wild horse and burro groups

Holder of State, county or local elected office  
Employee of a State agency responsible for management of natural resources  
Academician involved in natural sciences  
Member of an Indian tribe  
Representative of the public-at-large

Indicate any BLM permits, leases or licenses that you hold:



**Attach Letters of References from interests or organizations to be represented (required):**

Nominated by:

Name Address, and Phone Number:

Privacy Act Statement

The authority to request this information is contained in 5 U.S.C. 301, the Federal Advisory Committee Act, and Part 1784 of Title 43, Code of Federal Regulations. It is used by the appointment officer to determine education, training, and experience related to possible service on a Resource Advisory Council of the Bureau of Land Management. If you are appointed as an advisor, the information will be retained by the appointing official as long as you serve. Otherwise, it will be destroyed or returned (if requested) within 60 days following announcement of the Council appointments. Completion of this form is voluntary. However, failure to complete any or all items will inhibit fair evaluation of your qualifications, and could result in you (or your nominee) not receiving full consideration for appointment.

Date:

# **NOMINATION LETTERS/SUPPORT DOCUMENTS**

**Provide Hard Copies**

# **OTHER CANDIDATES**

**Include Copies of Documents Submitted by  
Other Candidates**